



HUMAN RESOURCES DEPARTMENT  
POSITION DESCRIPTION

<b>TITLE:</b>	<b>Crime Scene Technician</b>	<b>LAST UPDATED:</b>	12/23/15
<b>DEPARTMENT:</b>	Police	<b>JOB CLASS:</b>	
<b>REPORTS TO:</b>	Crime Scene Manager	<b>FLSA DESIGNATION:</b>	Non-Exempt

**Summary:** Under general supervision of the Crime Scene Manager, the Crime Scene Technician is responsible for all aspects of crime scene evidence collections. This position responds to crime scenes, fatality and serious injury vehicle accidents and performs technical investigations that involve the identification, collection, preservation, packaging and analysis of evidence.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description*

**Essential Job Functions:**

- Processes crime scenes by personally visiting the crime scene, making and recording observations, collecting evidence, packaging and preserving and analyzing evidence to aid the prosecution of perpetrators.
- Processes crime scenes by taking photographs, dusting for fingerprints, collecting, preserving and logging physical evidence, packaging and inventorying evidence and preparing detailed forensic laboratory reports.
- Responds to fatality and serious injury accident scenes for photographic, evidentiary and evidence collection purposes
- Composes detailed crime-scene investigation sketches and reports.
- Processing evidence for latent fingerprint by lifting fingerprints at crime scenes
- Mixes and uses chemicals to process evidence; use alternate light sources to locate latent prints, serological, biological fluids and trace evidence.
- Testifies in court regarding evidence seized and evaluated from crime scenes.

**Other Important Duties:**

- Responds to crime scenes and emergency situations during regular work hours, evenings and weekends.
- Ensures that the lab is kept clean and evidence is processed in a timely manner.
- Travel to attend meetings, conferences, and training.
- Ensure the Crime Scene Unit's vehicles are properly maintained
- Researches forensic science field for current materials regarding new techniques in locating, collecting and preserving all types of physical evidence.
- Perform other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

**Required Knowledge and Skills:**

- Knowledge of the criminal justice system and law enforcement activities.
- Knowledge of local, state and federal law enforcement procedures and practices regarding evidence handling and crime scenes.
- Knowledge of physical evidence gathering and preservation.
- Knowledge of safety precautions and hazards related to chemicals and equipment used for evidence collection.

- Knowledge of basic and intermediate mathematical calculations relevant to documenting and reconstructing crime scenes.
- Ability to communicate effectively with law enforcement personnel and other crime scene investigation professionals.
- Ability to operate photographic equipment and related computer software.
- Ability to organize and manage time efficiently.
- Ability to work independently in the absence of immediate supervision.
- Ability to communicate effectively both verbally and in writing.
- Proficient in the use of computers and modern office equipment.

**Preferred Education, Experience, and Certifications:**

- High School Diploma or General Equivalency Diploma (G.E.D.) **and** one year of full-time experience in crime scene investigation or 2 years of law enforcement or investigative support within a government agency; minimum of sixty college semester hours **or** Associate's Degree in Criminal Justice, criminology, forensic science, social science or physical science field or equivalent combination of education and experience.
- Must pass a pre-employment drug screen, criminal background investigation, psychological and polygraph tests and/or post-offer physical agility exam.
- Must possess a valid State of Texas Class C Driver's License

**Environmental Factors and Conditions/Physical Requirements:**


- Work is performed in municipal police department office and crime scene environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to extended periods of standing, sitting, walking, bending, reaching, crawling, climbing, kneeling, lifting and carrying when responding to an emergency police situation, accident or investigation collecting evidence, photographing or sketching crime scene, or transporting evidence.
- May be subject to exposure to extreme weather conditions, hostile environments, hazardous chemicals and fumes, body fluids, infectious diseases, air and water borne pathogens.
- Work in close proximity to dead bodies in various stages of putrefaction to recover and record evidence, photographing and videotaping the scene.
- Must be able to lift and carry up to 50 pounds.

**Equipment and Tools Utilized:**

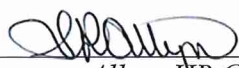
Equipment utilized includes personal computer, copier, calculator, fax machine and other standard office equipment, standard issue police equipment, photographic equipment, chemicals, chemical analysis and fingerprint kits and department vehicles. Standard crime scene investigation equipment to include generators, portable lighting, metal detector, crime scene search equipment and tools, chemicals.

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Approved By:

  
 John W. Bruce, Chief of Police

2/5/16  
 Date

  
 Shannon Allyn, HR Generalist

02/02/2016  
 Date